**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

This instruction implements Air Force Instruction (AFI) 90-201_AFSPCSUP1, *Inspector General Activities*. This instruction applies to HQ 21 SW and HQ 21 SW subordinate units and may be supplemented. This publication applies to Air Force Reserve command and Air National Guard units operationally assigned to the 21SW. The Paperwork Reduction Act of 1974, as amended in 1996, and AFI 33-360, Volume 2, *Forms Management Program*, affects this publication. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 33-322, *Records Management Program.*

**1. Overview.** A self-inspection program (SIP) provides an effective means of assessing mission performance and organizational effectiveness through internal review. The intent is to provide commanders with a tool for internal assessment of unit health and to complement external inspections and assessments. Commanders are SIP customers and therefore dictate the quality of their SIP. They use SIP results to assess mission readiness and direct resources and energies to correct deficiencies. A viable SIP requires a conscientious approach at all levels.

  1.1. **Program Criteria.** A self-inspection program is beneficial if it does the following:

    1.1.1. Assigns SIP responsibilities.

    1.1.2. Is tailored to each unit's structure and mission, and contains mechanisms that ensure adequate periodic inspection coverage of the organization's mission, resources, training, and people programs.

    1.1.3. Establishes a method to identify, document, track, and resolve deficiencies.

    1.1.4. Provides feedback to commanders.

    1.1.5. Ensures that all AFSPC, 21 SW, and locally developed checklists are tailored and current. AFSPC checklists can be found at: **https://midway.peterson.af.mil/pubs/series.htm**

    1.1.6. Establishes a method to crossfeed information relevant to the SIP.

**2. Responsibilities:**

2.1.  **The Vice Commander (21 SW/CV):**

2.1.1.  Is the SIP office of primary responsibility (OPR).

2.1.2.  Appoints a wing SIP monitor (primary and alternate) in writing to administer the wing's Self-Inspection Program (21 SW SIP).

2.1.3.  Delegates authority to the wing SIP monitor for the purpose of administering the 21 SW SIP.

2.1.4.  Designates the 21 SW/IG as the base office of primary responsibility for Special Interest Items (SIIs).

2.2.  **Wing SIP Monitor:**

2.2.1.  Administers the 21 SW SIP.

2.2.2.  Develops SIP policy and guidance in the form of 21 SWI 90-201 and reviews it annually.

2.2.3.  Distributes Air Force and AFSPC SII to group and staff agency SIP monitors. Links for SIIs are accessible through the 21 SW/IG Web Site: **https://midway.spacecom.af.mil/21sw/ig/**

2.2.4.  Serves as 21 SW interface between 21 SW units, 14th Air Force, and HQ AFSPC.

2.2.5.  Notifies 21 SW units to conduct semi-annual self-inspections in April and October.

2.2.6.  Briefs the Wing Commander on SIP every 90 days (quarterly) after SIP semi-annual inspection closeout.

2.2.7.  Conducts random checks of group level and Functional Area Manager SIP binders to evaluate their effectiveness, adequacy, and currency.

2.2.8.  Conducts and documents training of SIP monitors and managers.

2.2.9.  Conducts training of the SIP OPRs as to their duties and responsibilities on these issues.

2.3.  **Group Commanders and Director of Staff:**

2.3.1.  Appoint a SIP monitor (primary and alternate) in writing who will run the Group/Staff SIP. Forward an appointment memorandum to the wing SIP monitor with the monitors' names/rank, office symbols, and duty phones (**Attachment 2**).

2.3.2.  Ensure AFSPCCLs or locally developed checklists have inspection items tailored to each unit's structure and mission. At the start of each semi-annual inspection all checklists should be reviewed for currency and all AFIs used for inspections should be reviewed to ensure that they are current. Checklists will contain mechanisms that ensure adequate periodic inspection coverage of the organization's mission, resources, training, and people programs delineated as Critical, Major, and Recommended Improvement Area.

2.3.3.  Review and endorse the group/wing staff semi-annual self-inspection summary report (**Attachment 4**). Group commanders will review all SIP discrepancies and provide a summary of results for their group. The summary will include the status and plan to resolve open AFSPC/IG discrepancies, a summary of results for each compliance area discrepancy, and a summary of results for any special interest items or IG crossfeed items. Forward the summary report to the wing SIP monitor no later than 20 May or 20 Nov.

2.4.  **Group/Wing Staff SIP Monitors:**

2.4.1.  The group/wing staff SIP monitors will act as the primary focal point for the SIP for all their subordinate units and are directly responsible for the quality of these programs.

2.4.2.  Execute the group/wing staff SIP. Maintain SIP records in a three ring binder. See Paragraph **4.** for set-up information and criteria.

2.4.3.  Ensure assigned units accomplish a semi-annual self-inspection of each functional area, work center, and additional duty in the months of April and October. The 21 SW/CV, group commanders, squadron commanders, or staff agency chiefs may direct additional inspections.

2.4.4.  Review AFSPCCLs or locally developed checklists to ensure they have inspection items tailored to each unit's structure and mission. At the start of each semi-annual inspection all checklists and AFIs used for inspections should be reviewed to ensure they are current. Checklists will contain mechanisms that ensure adequate periodic inspection coverage of the organization's mission, resources, training, and people programs delineated as Critical, Major, and Recommended Improvement Areas (see Paragraph **3.**).

2.4.5.  Ensure responsible agencies open a 21 SW Form 101, **Discrepancy Report**, for any discrepancy that cannot be corrected on the spot. The 21 SW Form 101 is accessible from the 21 SW IG web site at **https://midway.spacecom.af.mil/21sw/ig/**.

2.4.6.  If a discrepancy is found during an exercise (as indicated by a problem write-up in an exercise After Action Report), ensure a 21 SW Form 101 is initiated for the problem.

2.4.7.  Ensure 21 SW Forms 101 are updated monthly until the discrepancy is closed.

2.4.8.  Consolidate and forward a group/wing staff summary report of the semi-annual self-inspection (**Attachment 4**) to the group commander/staff agency chief for review and endorsement. Ensure group/wing staff summary reports are forwarded to the wing SIP monitor no later than 20 May and 20 Nov. Provide a paper (signed) and electronic copy of the report.

2.4.9.  Provide an update to the group commander/director of staff and the wing SIP monitor on SIP status every 90 days (quarterly) after SIP semi-annual inspection closeout.

2.4.10.  Track discrepancies until closed. Open items will be reviewed monthly and this review will be documented on a 21 SW Form 101. Ensure aggressive corrective action is taken to resolve discrepancies. Maintain closed 21 SW Forms 101 until the next similar type inspection or exercise or 1 year, whichever is longer. If the item remains closed after the next inspection/ exercise, dispose of the report.

2.4.11.  Conduct quarterly checks of group/wing staff agency level SIP binders to evaluate their effectiveness, adequacy, and currency.

2.4.12.  Distribute items of interest and crossfeed other units' (including those located at other bases) inspection reports.

2.5.  **Squadron Commanders and Staff Agency Chiefs:**

2.5.1.  Appoints a SIP monitor (primary and alternate) in writing who will manage the squadron's or agency's SIP. Forward appointment memorandum (**Attachment 3**) to the applicable group or staff SIP monitor.

2.5.2.  Review and endorse the squadron/staff agency semi-annual self-inspection summary report (**Attachment 5**). Squadron/staff agency commanders will review all SIP discrepancies and provide a summary of results for their squadron. The summary will include the status and plan to resolve open AFSPC/IG discrepancies, a summary of results for each compliance area discrepancy, and a summary of results for any special interest items or IG crossfeed items. Forward the summary report to the group SIP monitor no later than 10 May or 10 Nov.

2.6.  **Squadron/Staff Agency SIP Monitors:**

2.6.1.  Execute the unit SIP. Maintain SIP records in a three ring binder. See Paragraph **4.** for set-up information and criteria.

2.6.2.  Review AFSPCCLs or locally developed checklists to ensure inspection items are tailored to each unit's structure and mission. At the start of each semi-annual inspection all checklists and AFIs used for inspections should be reviewed to ensure they are current. Checklists will contain mechanisms that ensure adequate periodic inspection coverage of the organization's mission, resources, training, and people programs delineated as Critical, Major, and Recommended Improvement Areas (see Paragraph **3.**).

2.6.3.  Ensure functional area managers accomplish a semi-annual self-inspection of each functional area, work center, and additional duty by 30 April and 31 October. The 21 SW/CV, group commanders, squadron commanders, or staff agency chiefs may direct additional inspections.

2.6.4.  Ensure functional area managers open a wing approved 21 SW Form 101 for any discrepancy that cannot be corrected on the spot.

2.6.5.  If a discrepancy is found during an exercise (as indicated by a problem write-up in an exercise After Action Report), ensure a 21 SW Form 101 is initiated for the problem.

2.6.6.  Ensure 21 SW Forms 101 are updated monthly until the discrepancy is closed.

2.6.7.  Complete and forward unit summary report of the self-inspection (see **Attachment 5**) to the unit commander/staff agency chief. Provide a paper (signed) and electronic copy of the report. Inspection results should be submitted to the appropriate group SIP monitor no later than 10 May or 10 Nov.

2.6.8.  Brief the squadron commander/agency chief on SIP status at least every 90 days (quarterly) after SIP semi-annual inspection closeout. Provide quarterly status updates on all open discrepancies to the group/wing staff SIP monitor.

2.6.9.  Track discrepancies until closed. Open items will be reviewed monthly and this review will be documented on 21 SW Form 101. Ensure aggressive corrective action is taken to resolve discrepancies. Maintain closed 21 SW Forms 101 until the next similar type inspection or exercise or 1 year, whichever is longer. If the item remains closed after the next inspection/ exercise, dispose of the report.

2.6.10.  Conduct semi-annual checks of Functional Area Manager SIP binders to evaluate their effectiveness, adequacy, and currency.

2.6.11.  Distribute items of interest and crossfeed other units' inspection reports. Keep a copy of items of interest, crossfeed reports, and inspection reports for one year.

2.7.  **Functional Area Managers:**

2.7.1.   Develop local checklists or tailor AFSPCCLs for each functional area per paragraph **3.** Maintain AFSPCCLs for assigned areas (unless directed otherwise by the squadron SIP monitor). At the start of each semi-annual inspection all checklists and AFIs used for inspections should be reviewed to ensure they are current.

2.7.1.1.   Tailored, modified, or revised checklists will be forwarded for review by the appropriate group, or staff agency monitor. Tailored checklists should be approved by the group/staff agency SIP monitor as a minimum. Group/staff agencies can set higher approval requirements.

2.7.2.   Perform self-inspections and document discrepancies on a 21 SW Form 101 for any deficiency that cannot be corrected on the spot. Forward inspection report to squadron/staff agency SIP monitor by 5 May or 5 Nov. Provide squadron/staff agency SIP monitor with an electronic copy of all information. The following information will be included in the report and be delineated into critical, major, and recommended improvement areas.

2.7.2.1.   The inspection completion date

2.7.2.2.   List of checklists used to complete the inspection

2.7.2.3.   Copy of all 101s created during the current inspection

2.7.2.4.   Copy of 101s still open from previous inspections

2.7.2.5.   Copy of 101s closed since last semi-annual inspection report

2.7.2.6.   Total number of newly opened discrepancies, discrepancies still open from prior inspections, and closed discrepancies since last report

2.7.3.   If a discrepancy is found during an exercise (as indicated by a problem write-up in an exercise After Action Report), initiate a 21 SW Form 101 for the problem.

2.7.4.   Update all open 21 SW Form 101 monthly until the discrepancy is closed and forward updates to the squadron/staff agency SIP monitor.

2.7.5.   Forward all closed 21 SW Form 101 to the squadron/staff agency SIP monitor for disposition.

2.7.6.   Review crossfeed items. If applicable, incorporate findings into the functional area checklists.

2.7.7.   Maintain SIP records in a three-ring binder. See paragraph **4.** for set-up information and criteria.

## 3. Checklists:

3.1.   The first stop for obtaining AFSPCCLs for your unit/agency should be the AFSPC Pubs Web site at **https://midway.peterson.af.mil/pubs/series.htm**.

3.1.1.   Develop local checklists or tailor AFSPCCLs, as needed, with unit-specific inspection items. At the start of each semi-annual inspection all checklists should be reviewed for currency and all AFIs used for inspections should be reviewed to ensure that they are current. Tailor checklists by adding, deleting, highlighting, or modifying items as required. Delete items by drawing a line through all lines of text not applicable.

3.2.  Divide checklist questions into three categories: critical, major, and recommended improvement area. These categories allow functional area managers, squadron, group, and wing leadership to focus corrective action efforts.

   3.2.1.  **Critical** items are those items requiring direct IG evaluation during IG visits. Critical items are those items that if not complied with, could result in **significant legal liabilities, penalties, or mission failure**.

   3.2.2.  **Major** items are tasks that address requirements necessary for the efficient operation of a functional area, work center, or additional duty. Non-compliance with a major rated area has, or could have, a **significant mission impact**.

   3.2.3.  **Recommended Improvement Area** are trends or single incidents that **impede efficient, effective, and/or economical mission accomplishment** and do not meet the criteria for a critical or major deficiency.

3.3.  Functional Area Managers may choose to subdivide a checklist into sub-functional parts. The amount of material and nature of the functional area will dictate a checklist's organization.

3.4.  List each checklist item as a single question, capable of being answered by either a "yes" or "no," followed by a reference in parentheses. All applicable checklist items will be rated pass/fail.

3.5.  Do not duplicate checklist items.

4.  **SIP Records:** Maintain a SIP binder that contains the following:

   4.1.  **Table of Contents.**

      4.1.1.  Section I:

         4.1.1.1.  AFI 90-201 and AFI 90-201 AFSPC Sup1 .

         4.1.1.2.  21 SWI 90-201, Commander's Self-Inspection Program (SIP).

         4.1.1.3.  Appointment memorandum for wing SIP monitor.

         4.1.1.4.  Appointment memorandum for group/wing staff SIP monitors.

         4.1.1.5.  Appointment memorandum for squadron/staff agency SIP monitors.

         4.1.1.6.  Appointment memorandum for functional area SIP manager. Functional Area SIP managers will maintain appointment memorandums for those sections above them, i.e. squadron, group, and Wing SIP monitor.

      4.1.2.  Section II:

         4.1.2.1.  Command checklists or location.

         4.1.2.2.  AFSPC checklist (if available) or location.

         4.1.2.3.  21 SW checklist (if available) or location.

         4.1.2.4.  Locally developed self-inspection checklists or location.

         4.1.2.5.  Air Force Special Interest Items (SII). Air Force SII are available at **http://www.ig.hq.af.mil/igi/siis1.htm**

         4.1.2.6.  Air Force Space Command Special Interest Items. AFSPC SII are available at

**https://halfway.peterson.af.mil/afspcig/specinter.cfm?page=specinter**

4.1.3.  Section III:

4.1.3.1.  Open/Closed 21 SW Forms 101. Optional Form 21, Cross Reference, can be used to cross reference location.

4.1.3.2.  Completed Semi-Annual SIP Summary Reports (previous and most current). Optional Form 21, Cross Reference, can be used to cross reference location.

4.1.3.3.  Quarterly Status Briefings (as required). Slide outline for briefing can be found here: **https://midway.spacecom.af.mil/21sw/ig/Self%20Inspection.htm**

4.1.4.  Section IV:

4.1.4.1.  Crossfeed Review Record. Include unit, base, report type, date of inspection, date received, date reviewed, and date distributed on record.

**Table 1.  Sample Crossfeed Review Record and Sample Data**

| Unit | Base | Report Type | Date of Inspection | Date Received | Date Reviewed | Date Distributed |
|------|------|-------------|--------------------|---------------|---------------|------------------|
| 21 SW | Peterson | ORI | 25 Jan - 6 Feb 02<br><br>20 Mar - 12 Apr 02 | 12 Apr 02 | 12 Apr 02 | 25 Apr 02 |

4.1.4.2.  Retain copies of crossfeed reports (diskette copies are adequate) for one year.

4.1.4.3.  Copy of last 21 SW unit compliance inspection (UCI) inspection report or location where it is filed.

4.1.4.4.  Copy of last 21 SW ORI inspection report or location where it is filed.

4.1.5.  Section V:

4.1.5.1.  Miscellaneous SIP Information.

**5.  Summary: Attachment 6** summarizes the 21 SW SIP process in flowchart format.

**6.  Form Prescribed** : 21 SW Form 101, Discrepancy Report.

DIANN LATHAM,   Colonel, USAF
21 SW Vice Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*Terms*

**Cause Codes—**

**Oversight—**Errors in leadership or supervision at any level.

**Experience—**Errors committed despite adequate training, oversight, and guidance.

**Guidance—**Inadequate, confusing, or specific written direction that is contradictory or prevents adequate accomplishment of the task.

**Training—**Individuals inadequately trained/prepared to accomplish the task.

**Equipment—**Support equipment unavailable, inadequate, inoperable due to circumstances beyond the unit's control. (Problems within the unit's control would fall under one of the other areas).

**Other—**Isolated events involving deficient actions of individuals not attributable to any of the previous causes. These errors may be caused by inattention to detail, lack of status monitoring, or failure to communicate.

**Common Core Criteria Questions—**Checklist questions that have been identified by a # sign are common core criteria questions. These questions can be inspected in every unit/agency with duties or requirements covered by these questions.

**Critical Inspection Items—**Critical items are those items requiring direct IG evaluation during IG visits. Critical items are those items that if not complied with, could result in **significant legal liabilities, penalties, or mission failure**. These questions are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. These areas have significant impact or a high probability of significant future impact on the mission. They have the potential to bring the overall grade of the specific NAF/Wing/Unit/Functional Area to below satisfactory. The IG can also assess functions without published checklists for compliance with U.S. laws, Executive Orders, DoD Directives, AF policies, and AFSPC instructions.

**Functional Area Manager—**The functional area manager actually conducts the self-inspection, running the checklists. Once the functional area manger has completed the inspection, he/she forwards all relevant information to the unit monitor for consolidation into the unit's summary report.

**Major Inspection Items—**Major items are tasks that address requirements necessary for the efficient operation of a functional area, work center, or additional duty. Non-compliance with a major rated area has, or could have, a **significant mission impact**. Any deficiency that requires immediate, answerable action by the unit or higher agency to prevent an unreliable weapon, or unsafe or insecure environment. The deficiency may cause a unit to be rated "unsatisfactory" in one or more inspection areas not defined as critical under overall unit pass/fail criteria.

**Monitor—**SIP monitors manage the self-inspection program at their respective organization level. They ensure that self-inspections are accomplished at the intervals stipulated in this instruction, write the squadron/staff agency, group/wing staff, and wing summary reports, and ensure periodic review of progress in closing open discrepancies.

**Recommended Improvement Area**—Are trends or single incidents that **impede efficient, effective, and/or economical mission accomplishment** and do not meet the criteria for a critical or major deficiency.

**Attachment 2**

**SAMPLE GROUP OR WING STAFF APPOINTMENT MEMORANDUM**

_____

                                                                                           **(DATE)**

MEMORANDUM FOR **(Wing SIP Monitor)**

FROM: **(Group Commander or Director of Staff)**

SUBJECT: Appointment of Self-Inspection Program (SIP) Monitor

Per 21 SWI 90-201, the following individuals are appointed SIP monitors for **(unit)**:

                       RANK/NAME                OFF SYM              DUTY PHONE

PRIMARY:

ALTERNATE:

2. This memorandum supersedes all previous memorandums, dated _____, same subject.

                                                     **SIGNATURE BLOCK**
                                                     **Rank, USAF**
                                                     **Group Commander/Director of Staff**

Note: All correspondence going to the wing will be in 12 pitch Arial and fully justified.

## Attachment 3

## SAMPLE SQUADRON OR STAFF AGENCY APPOINTMENT MEMORANDUM

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**(DATE)**

MEMORANDUM FOR **(Group SIP Monitor)**

FROM: **(Squadron Commander or Staff Agency Chief)**

SUBJECT: Appointment of Self-Inspection Program (SIP) Monitor

Per 21 SWI 90-201, the following individuals are appointed SIP monitors for **(unit)**:

|  | RANK/NAME | OFF SYM | DUTY PHONE |
|---|---|---|---|
| PRIMARY: |  |  |  |
| ALTERNATE: |  |  |  |

2. This memorandum supersedes all previous memorandums, dated _____, same subject.

**SIGNATURE BLOCK, Rank, USAF**
**Squadron Commander/Staff Agency Chief**

Note: All correspondence going to the wing will be in 12 pitch Arial and fully justified.

**Attachment 4**

**SAMPLE GROUP/WING STAFF REPORT SUMMARY**

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                                                                                          Date

MEMORANDUM FOR Wing Self-Inspection Program Monitor

THROUGH: **(Group Commander or Director of Staff, Rank and Last Name)**

FROM: **(Group/Wing Staff SIP Monitor)**

Subject: Semi-Annual Self-Inspection Summary Report

1. The (**unit**) has completed the semi-annual self-inspection as of (**date, should be 31 Oct or 30 Apr or earlier**)

2. See Attachment 1 for a list of checklists used to complete the inspection.

3. (Status and plan to resolve open AFSPC/IG discrepancies, if applicable)

4. Summary of results: (in each compliance inspection area, include the list below and a paragraph written by the group commander describing any trends and the overall health of the group, the)

a. CRITICAL DISCREPANCIES
1) Total number of critical discrepancies inspected                                       0
2) Number of new critical discrepancies (attachment 2)                                    0
3) Number of old critical discrepancies still open (attachment 3)                         0
4) Number of critical discrepancies closed since last report (attachment 4)              0
5) Total number of critical discrepancies currently open                                  0

b. MAJOR DISCREPANCIES
1) Total number of major items inspected                                                  0
2) Number of new major discrepancies (attachment 5)                                       0
3) Number of old major discrepancies still open (attachment 6)                            0
4) Number of major discrepancies closed since last report (attachment 7)                 0
5) Total number of major discrepancies currently open                                     0

d. COMBINED Total of Critical and Major Area discrepancies now open:                      0

e. COMBINED Total of Critical and Major Area discrepancies closed since last report:      0

5. (Summary of results for any special interest items or IG crossfeed issues, if applicable)

6. Please contact me at extension **X-XXXX** if you have any questions concerning results of our self-inspection.

**(Group/Wing Staff SIP Monitor)**
**(Signature Block)**

Attachments:

1. List of Checklists Used for Inspection
2. New Critical discrepancy 21 SW Forms 101
3. Old Critical discrepancy 21 SW Forms 101 still open
4. Closed Critical discrepancy 21 SW Forms 101
5. New Major discrepancy 21 SW Forms 101
6. Old Major discrepancy 21 SW Forms 101 still open
7. Closed Major discrepancy 21 SW Forms 101

1st Ind, **(Office Symbol of Group Commander/Director of Staff)**

MEMORANDUM FOR **(Group/Wing Staff SIP Monitor)**

Concur/Non-concur with **(Unit)'s** self-inspection results.

**COMMANDER'S FULL NAME**
**Colonel, USAF**
**Group Commander/Director of Staff**

Note: All correspondence going to the wing will be in 12 pitch Arial and fully justified.

**Attachment 5**

**SAMPLE SQUADRON/STAFF AGENCY REPORT SUMMARY**

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Date

MEMORANDUM FOR **Group/Wing Staff SIP Monitor**

THROUGH: **(Squadron Commander or Staff Agency Chief, Rank and Last Name)**

FROM: **(Squadron/Staff Agency SIP Monitor)**

Subject: Semi-Annual Self-Inspection Summary Report

1. The (**unit**) has completed the semi-annual self-inspection of (**date, should be 31 Oct or 30 Apr or earlier**)

2. See Attachment 1 for a list of checklists used to complete the inspection.

3. (Status and plan to resolve open AFSPC/IG discrepancies if applicable)

4. Summary of results: (in each compliance inspection area, include the list below and a paragraph written by the squadron commander describing any trends seen and the overall health of the squadron)

  a. CRITICAL DISCREPANCIES
  1) Total number of critical discrepancies inspected                           0
  2) Number of new critical discrepancies (attachment 2)                0
  3) Number of old critical discrepancies still open (attachment 3)       0
  4) Number of critical discrepancies closed since last report (attachment 4)   0
  5) Total number of critical discrepancies currently open             0

  b. MAJOR DISCREPANCIES
  1) Total number of Major discrepancies items inspected                0
  2) Number of new Major discrepancies (attachment 5)                0
  3) Number of old Major discrepancies still open (attachment 6)         0
  4) Number of Major closed since last report (attachment 7)          0
  5) Total number of Major discrepancies currently open             0

  d. COMBINED Total of Critical and Major discrepancies now open:     0

  e. COMBINED Total of Critical and Major discrepancies closed since last report:   0

5. (Summary of results for any special interest items or IG crossfeed issues, if applicable)

6. Please contact me at extension **X-XXXX** if you have any questions concerning results of our self-inspection.

**(Squadron/Staff Agency SIP Monitor)**
**(Signature Block)**

Attachments:
1. List of Checklists Used for Inspection
2. New Critical discrepancy 21 SW Forms 101
3. Old Critical discrepancy 21 SW Forms 101 still open
4. Closed Critical discrepancy 21 SW Forms 101
5. New Major discrepancy 21 SW Forms 101
6. Old Major discrepancy 21 SW Forms 101 still open
7. Closed Major discrepancy 21 SW Forms 101

1st Ind, (**Office Symbol of Squadron Commander/Staff Agency Chief**)

MEMORANDUM FOR (**Squadron/Staff Agency SIP Monitor**)
Concur/Non-concur with (**Unit**)'s self-inspection results.

**COMMANDER'S FULL NAME**
**Colonel, USAF**
**Squadron CC/Staff Agency Chief**

Note: All correspondence going to the wing will be in 12 pitch Arial and fully justified.

**Attachment 6**

**21 SW SELF INSPECTION PROGRAM PROCESS FLOW CHART**